

EFFECTIVE

October 1, 1998.

SUBJECT

1. Children's Foster Care Warrant Rewrite/Cancellation
2. MPS Stop Payment Request
3. Revised FIA-5S and FIA-133A

**1. CHILDREN'S
FOSTER CARE
WARRANT
REWRITE/CANCE
LLATION**

Procedures regarding rewriting and canceling Children's Foster Care (CFC) warrants has been revised due to the implementation of the Child Welfare Financial Information System (CWFIS). Item 192 in the Services General Requirements Manual has been updated to reflect these changes.

Note: The new procedures apply to CFC warrants issued through CWFIS. CFC warrants issued prior to implementation of CWFIS must still be rewritten/canceled by central office using the procedures in SRM-193.

CFC warrants can now be rewritten/canceled by the local office using the MPS Payment Maintenance menus selection on STSM. CFC warrants can be rewritten/canceled by the local office in the following situations:

- The warrant has been returned to Treasury as undeliverable and has a warrant disposition code of 22, 23 or 24 on the CFC Payment History.
- A stop payment request has taken effect and the warrant has a warrant disposition code of 26 on the CFC Payment History.
- A forgery claim has been recovered and the warrant has a warrant disposition code of 28 on the CFC Payment History.

STSM warrant disposition codes can be found in Item 195 pg. 13, Exhibit 6.

When a CFC warrant is returned to Treasury, a stop payment request takes effect, or a forgery claim is recovered, central office will post the warrant disposition code on the CFC Payment History

on STSM. A FIA-2362C, Services Warrant Rewrite/Disposition Request, will be automatically generated to the local office.

The services worker completes the FIA-2362C to either rewrite or cancel the original warrant and forwards the FIA-2362C to the local office CIS unit for input. Warrants rewritten by the local office are issued at the end of the week following the week the rewrite request was entered on STSM.

CFC warrants can be rewritten for the same amount or a lesser amount as the original warrant. Increases in payment are processed as a retroactive adjustment using the FIA-626.

CFC warrants cannot be rewritten to a provider different than that identified on the original warrant. To rewrite a warrant to a different provider, the original warrant must be canceled using warrant disposition code 4D. A new authorization must be entered on-line to the new provider.

For CFC warrants that cannot be rewritten locally, an exception request and FIA-626 must be completed and forwarded to Payment Document Control in central office for processing.

2. MPS STOP PAYMENT REQUEST

Effective 10/25/98 the Request Key for the FWAR, Stop Payment Transaction, will now require entry of a 12 digit warrant number. When requesting a stop payment on an MPS warrant, enter the nine digit MPS warrant number **preceded** by 3 zero's. Example:

FWAR99000123456789

FWAR instructions in SRM 195, Exhibit 10, have been updated to reflect this change.

3. REVISED FIA-5S AND FIA-133A

SRM 271 and 281 have revised exhibits and data element descriptions for the FIA-133A, ASSIST Services Referral, Registration and Change Form, and the FIA-5S, CIS Services Transaction Document.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

SRM 192

SRM 195

SRM 271

SRM 281